



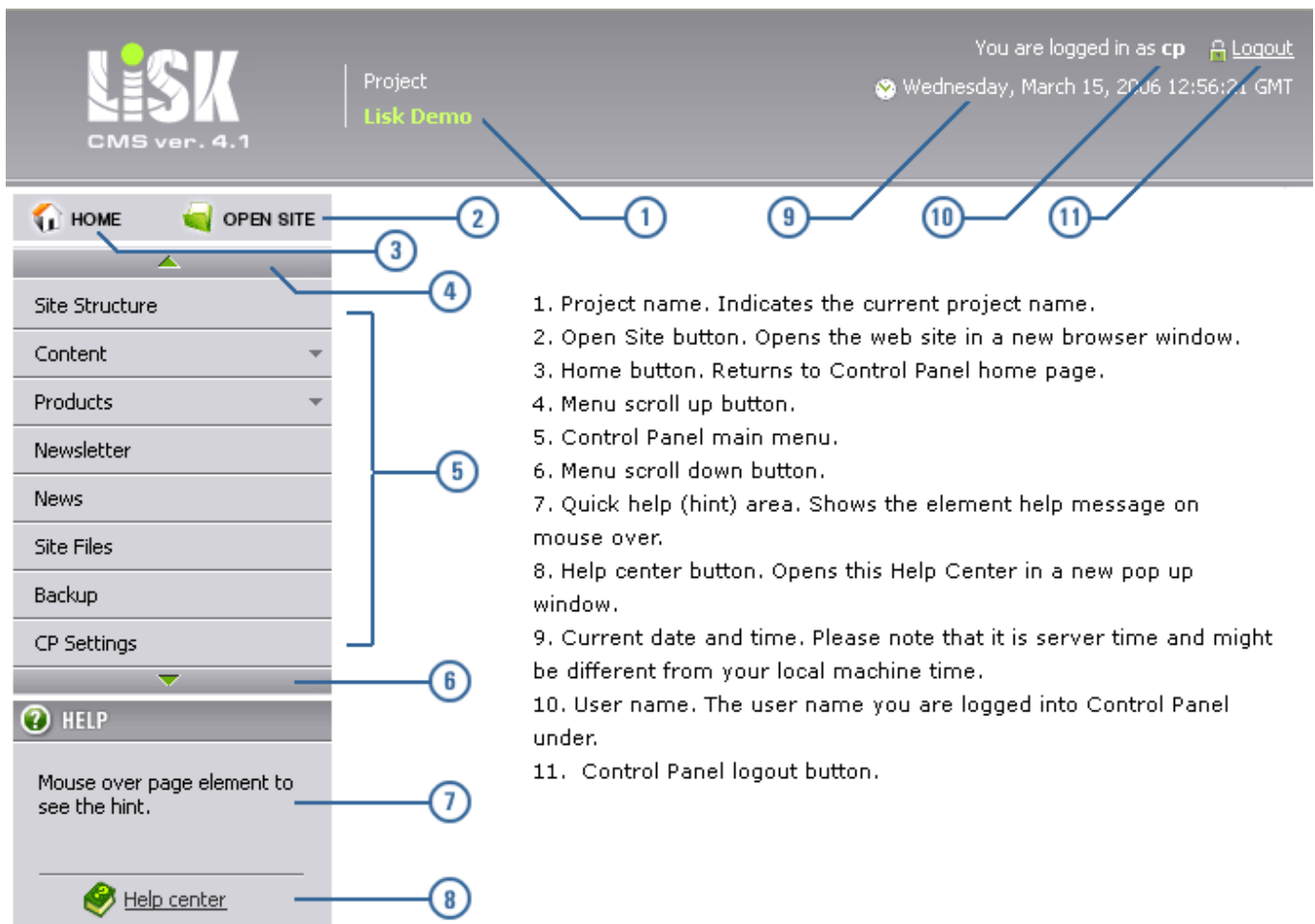
LISK CMS v.4.3

USER MANUAL

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Control Panel Interface



1. Project name. Indicates the current project name.
2. Open Site button. Opens the web site in a new browser window.
3. Home button. Returns to Control Panel home page.
4. Menu scroll up button.
5. Control Panel main menu.
6. Menu scroll down button.
7. Quick help (hint) area. Shows the element help message on mouse over.
8. Help center button. Opens this Help Center in a new pop up window.
9. Current date and time. Please note that it is the server time and might be different from your local machine time.
10. User name. The user name you are logged into Control Panel under.
11. Control Panel logout button.

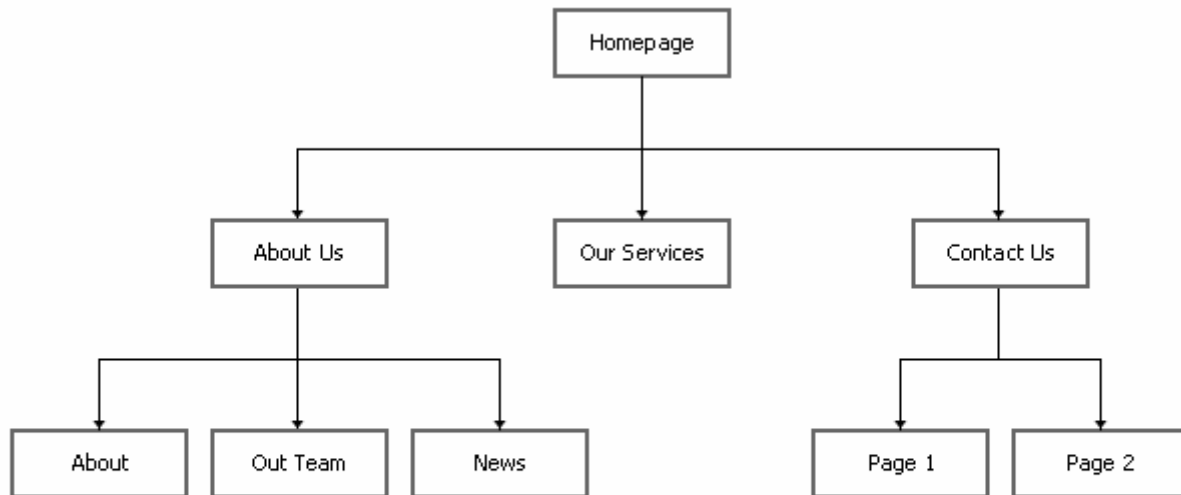
Site Structure

Site Structure section is probably the main tool for managing website content in LISK CMS Corporate Edition. It allows managing site structure, pages, its content, access levels and settings.

At first, Site Structure management may look a bit complicated, but once you understand the concept, it is easy and convenient to use. Please refer to the articles below to learn about Site Structure management.

Site Structure Concept

Any website structure can be presented as a tree, with sections (nodes) and pages (points). Please refer to the picture below. While working with Site Structure you will come across five different pages types which to implement any web site structure and functionality.



Content Page	Regular content page, i.e. About us, Our team, etc.
Page Set	A Set of pages - in other words, a separate site section, i.e. About Us, Services section etc.
Link	A link to another site or internal website page.
Custom Page	Custom managed or dynamic page
Site module	LISK module

Thus, the main concept behind Site Structure is that using sets of above described pages any website can be created, managed or restructured. To better understand how Site Structure works, you should learn about the following important constituents:

Templates

Indicates the template that is being used for a specific page. For example, all pages in About Us section have its own look, and if you add a new page into this section you should select "About Section" template.

Access Level

Site Structure also allows the administrator to determine pages access levels. For example, you may need to create members only section, and provide members with content that should not be available to those who did not register.

Site Structure Main Interface



1. Administrator Mode tab.
2. Developer Mode tab
3. Quick jump to the site section.
4. Add new page button.
5. Order pages button.
6. Site structure navigation.
7. Page type icon. Indicates the type of the relevant page.
8. Access level icon. Indicates access level of the relevant page.
9. Page name.
10. Manage button. Depending on the page type, it can be Enter (for page set), Manage (custom page, module), Follow Link (link).
11. Edit page content button.
12. Edit page properties button.
13. Delete page.
14. Delete selected pages
15. Select/Deselect all pages.

Page Properties

Page properties can be divided into 2 groups - common and page type related properties.

Common Properties

Parent	Indicates parent section the page belongs to.
Name	Page name. System name of the page is not visible on the front end.
Access Level	Page Access level. More information on this can be found in the Concept help article.
Page Type	Page Type. More information on this can be found in the Concept help article.
Title	Page Title.
Page URL	Page URL (managed under developer mode only).
Is Locked	Indicates if the page is locked for deletion under administrator mode. With the help of this property you can protect a page or page set from deletion under administrator mode (available in developer mode only).
Template	Template that is used for current page.

Page Set Properties

Overview Page	Indicates if the set of pages has an overview page. Setting the value to "yes" enables a visitor to see the overview of the section when he/she enters it. If "No" is selected a visitor will be directed to the first page of this section.
---------------	--

Link Properties

URL	Destination page address.
-----	---------------------------

Custom Page Properties

Site Handler	Rendering method name for processing page content. Used in developer mode only. More information can be found in LISK CMS Developer Guide.
CP Handler	Control panel manage URL, which allows managing content for this page. Used in developer mode only. More information can be found in LISK CMS Developer Guide.

Site Module Properties

SCMS Integrated	Indicates if the module is integrated in Site Structure or is used separately. More information can be found in LISK CMS Developer Guide.
URL	Module base URL which needs to be specified if the module is not SCMS integrated.
CP handler	Module management link in the Control Panel.
Site handler	Processing method name if it is SCMS integrated

Developer Mode



The screenshot shows the Lisk CMS interface with two tabs: "Administrator Mode" and "Developer Mode". The "Developer Mode" tab is active. Below the tabs, there is a text prompt: "To gain access to developer mode please enter password". Below this prompt is a text input field labeled "Password". At the bottom of the form, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon). In the top right corner, there is a link labeled "Site Structure" next to a folder icon.

On the top of the page there are two tabs - Administrator Mode and Developer Mode. Administrator mode is default mode for working with Site Structure, usually all administrators use it for site management. Administrator mode provides some additional functionality and the highest management access level. It's developed for developers or advanced users, who fully understand the work of the system. This separation was implemented to protect the site from incidental and wrong actions site administrator can perform.

To enter Developer mode an administrator should enter the developer mode password. Default password is "developer"; however it can be different for your CMS.

The full specifications can be found in Lisk Corporate Edition Developer Guide; however some features that might be useful are described below.

Page Locking

Page lock allows you to prevent page from deletion under Administrator mode. To lock the page click Properties and mark "Is Locked" checkbox. To delete locked page you have to remove the locking under developer mode.

Page URL

By clicking page properties you will see "Page URL" input field on the bottom of the page. By editing this field you may determine the page url as it is shown on the front end. For example, page "/company/about/" can be changed to "about_us.htm" and by entering www.site.com/about_us.htm you will access it.

General Operations

Add Record




















Add record operation allows adding new items to the lists of records in different sections of your website. It is usually used while you work with Structured Data such as List or Tree.

Due to the universal nature of Add operation, the actual fields of the Add Record form can differ depending on the item you are adding. When you have filled in all the necessary fields, you can choose either to go back or add another new record by choosing one of the radio buttons at the bottom of the page.

If you do not want to save new record, you can click Cancel button at the bottom or Back button at the top of the screen. To save a new record click Submit button.





































































 Back

Add news 

Date	<div>2006</div> <div>February</div> <div>15</div> <div>11 am</div> <div>47</div>
Title	<input type="text"/>
Short Description	<div><div></div></div>
Content	<div> <div> <div>Source</div> <div>                    </div> <div> <div>Style</div> <div>Format</div> <div>Font Times New Ro...</div> </div> </div> <div><div></div></div> </div>
<div> <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/> <input checked="" type="radio"/> Go back to previous page <input type="radio"/> Add another new record </div>	

Edit Record

[← Back](#)
[Edit news](#)


Date	2006 <input type="button" value="v"/> February <input type="button" value="v"/> 01 <input type="button" value="v"/> <input type="button" value="img"/> 3 pm <input type="button" value="v"/> 47 <input type="button" value="v"/>
Title	Outlook: Competition Will Carve Int
Short Description	E-commerce remains the fastest-growing retail category, spurred by consumer desire for convenience, comparison and incentives as well as deeper broadband penetration.
Content	<div> <div> Source                                  </div> <div>                                  </div> <div> Style <input type="button" value="v"/> Format <input type="button" value="v"/> Font Times New Ro...   </div> </div> <div> Based upon the strong holiday season of 2005, online retailers have good reason to be optimistic. There are large numbers of experienced online buyers with increased comfort levels driving sales across various product categories. These buyers tend to have broadband access and a higher household income, thus higher amounts of discretionary purchasing power. New buyers also provide an additional opportunity, particularly as younger online users become old enough to make online purchases with their own credit and debit cards. </div>
<input type="button" value="✓ Submit"/> <input type="button" value="✗ Cancel"/>	

The picture displays an example of the screen you will see when you are editing a record. After editing, click Submit button to save the changes or Cancel to discard them.

To return to the previous page without saving click Back button at the top of the page.

We strongly recommend to check the articles in "see also" section for editing an item which contains File, Image, Date or HTML content fields. These articles describe all the abilities you have while working with these types of data in LISK CMS.

Order Records

Order Records operation allows changing the order of the entries in the list.

After clicking on the [Order](#) link at the top of the page, you will enter the screen where all entries are listed in the order as they appear on the website. To change the order, select an entry and click [Up](#) or [Down](#) buttons to move the entry one position in the corresponding direction. You can also bring the selected entry to the top or to the bottom of the list by clicking [Make First](#) or [Make Last](#) buttons accordingly.

To restore the initial order of the entries, click [Reset](#). When you are done, click [Save](#) to save the changes.



To return to the previous page without saving the new order of entries, click [Back](#) button at the top of the page.

[← Back](#)
[Order Faq](#)


<div> What is a CMS? CMS Benefits What about security? Can I backup my files ? Are multiple Administrators supported? Can several levels of access be creat Can I add new pages to the website? What are HTML editor options? </div>	<div> <div>↑ Make First</div> <div>↑ Up</div> <div>↓ Down</div> <div>↓ Make Last</div> </div>
<div> <div>↶ Reset</div> <div>💾 Save</div> </div>	

Edit Email Template

Edit Email Template gives you the ability to change the e-mail template and settings for the e-mail messages used on your web site. Please view the example of email template below.


Recipients	<div> <div>%EMAIL_TO% david@company.com</div> <div>  Remove selected recipient </div> <div> <input type="text"/> <input type="button" value="Add New"/> </div> </div>
Subject	New feedback form message
From E-Mail Address	noreply@company.com
Content Type	<input type="radio"/> Text <input checked="" type="radio"/> Html
Content	<div> <div> <div>Source</div> <div>  </div> </div> <div> <div>Style</div> <div>Format</div> <div>Font</div> </div> <div> <div>New feedback form message</div> <hr/> <div>%FEEDBACK FORM%</div> </div> </div>


Email Template fields can contain both preset variables (see the Note below) and any custom content. The Recipients field has to contain at least one address. To add a new recipient, enter his email address into the text field and click Add New button. To remove a recipient from the list, highlight his email in the list and click Remove selected recipient link. You can also specify the subject of the email and "From Email Address" field. Content Type determines if the message will be sent in plain text or HTML mode. The Content of the message can be modified with the use of the HTML Editor tools. To save the email template after you are finished, click Submit button. To return to the previous page without saving the changes, click Cancel.


Please do not change any content between percentage signs. It will interfere with the operation of your site's mailing system! Inside of the percentage signs is automatically generated content (i.e. %EMAIL_TO%, %NAME%, %ORDER_ID% etc.) which will deliver required dynamic information.

Manage Paging

The settings of paging that appear throughout the Site can be changed. Please refer to the picture below.

Control Panel Paging Settings 

 CP Users

 CP Groups

 CP Paging

Entries Per Page


10


Number of entries displayed on one page. Set to zero to display all entries

Pages Per Page

10

Number of pages displayed on the paging line

 **Submit**

 **Cancel**

The "Entries Per Page" setting allows you to set the maximum number of entries displayed on a single page. For example, if you have 15 entries on your "News" list and the setting is set to 8, only the first eight news items will be displayed, the rest you will see on the second page of the listing. If you set Entries Per Page to zero, ALL entries of the list will appear on one page.

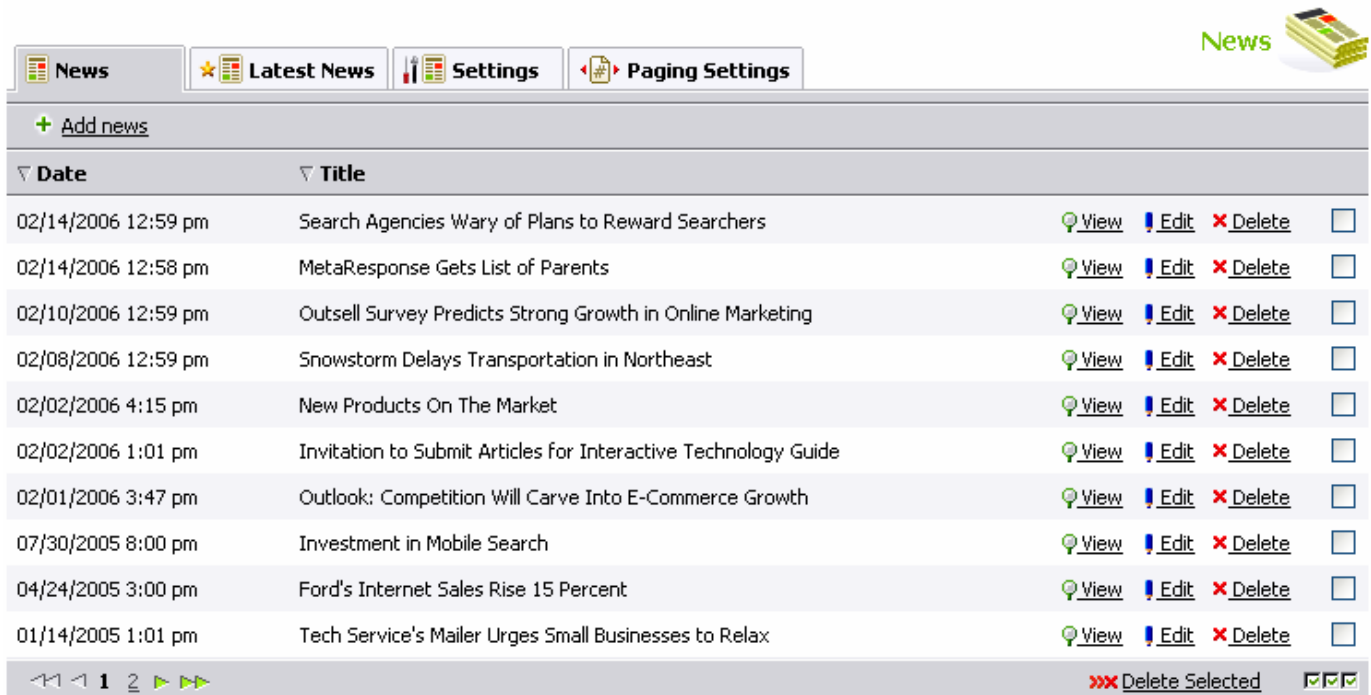
The "Pages per Page" setting limits the number of pages that you see in a navigational line.

"Pages per Page" setting cannot be set to zero.

Working with Structured Data

List Structure

List Structure is one of the most commonly used structures. It operates data lists and provides necessary functionality to work with them.



News

+ Add news

Date	Title	View	Edit	Delete	
02/14/2006 12:59 pm	Search Agencies Wary of Plans to Reward Searchers	View	Edit	Delete	<input type="checkbox"/>
02/14/2006 12:58 pm	MetaResponse Gets List of Parents	View	Edit	Delete	<input type="checkbox"/>
02/10/2006 12:59 pm	Outsell Survey Predicts Strong Growth in Online Marketing	View	Edit	Delete	<input type="checkbox"/>
02/08/2006 12:59 pm	Snowstorm Delays Transportation in Northeast	View	Edit	Delete	<input type="checkbox"/>
02/02/2006 4:15 pm	New Products On The Market	View	Edit	Delete	<input type="checkbox"/>
02/02/2006 1:01 pm	Invitation to Submit Articles for Interactive Technology Guide	View	Edit	Delete	<input type="checkbox"/>
02/01/2006 3:47 pm	Outlook: Competition Will Carve Into E-Commerce Growth	View	Edit	Delete	<input type="checkbox"/>
07/30/2005 8:00 pm	Investment in Mobile Search	View	Edit	Delete	<input type="checkbox"/>
04/24/2005 3:00 pm	Ford's Internet Sales Rise 15 Percent	View	Edit	Delete	<input type="checkbox"/>
01/14/2005 1:01 pm	Tech Service's Mailer Urges Small Businesses to Relax	View	Edit	Delete	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10

Delete Selected

The features of the List Structure can be described on the example of the "News" section (please see the picture). All news are presented as a list of records. To the right of each record, there are 3 icons: [Edit](#), [View](#) and [Delete](#). A click on one of these icons will perform respective action for the chosen record. Note that any time when you try to delete an item, a prompt will appear to ensure that the item is not deleted by accident.

If you would like to delete several records at a time, check the boxes to the right of the records you want to delete, and click [Delete selected](#) at the right bottom corner. Also you can check/uncheck all checkboxes using the selection buttons at the left bottom corner.

If you have a lot of records in the current list, it will be automatically dissected into several pages. Here we have 10 news records per page. The number of records per page can be changed in CP Paging area of the Control Panel settings section.

With a lot of records in the list it can be difficult to find a certain record. In this case the Sort by column function can be very useful. Simply click on the ▲ or ▼ icon in the column heading to sort the records in ascending or descending order respectively.

Tree Structure


Website content can often be organized as a tree structure. "Products Catalogue" is a good example of such structure.

Default View

Products Catalogue 

Default view
Tree view
Search


+ Add Category
Order Category

Current Location:  Products Quick jump to: Products

Name	
Mice	View Edit Delete <input type="checkbox"/>
Keyboards	View Edit Delete <input type="checkbox"/>
Fingerprint Readers	View Edit Delete <input type="checkbox"/>
Desktop Sets	View Edit Delete <input type="checkbox"/>




« < 1 > »
XXX Delete Selected
☒ ☒ ☒

Default View of the Tree Structure appearance and management functions are similar to the ones of the List module. The difference is that categories' names are clickable and lead to their subcategories and further - to products. Also, there is a "Quick jump to" function which allows selecting the destination category from the drop down menu and therefore quickly accessing the category or subcategory you need.

Products Catalogue 

Default view
Tree view
Search

+ Add Product
Order Product

Current Location:  Products  Mice  Wireless Quick jump to: Wireless



Name	Our price	Sale Price	
Wireless Optical Mouse 5000	100.00	70.00	View Edit Delete <input type="checkbox"/>
Wireless Notebook Optical Mouse 4000	115.00	84.00	View Edit Delete <input type="checkbox"/>
Wireless IntelliMouse Explorer with Fingerprint Reader	90.00	80.00	View Edit Delete <input type="checkbox"/>
Wireless IntelliMouse® Explorer	104.00	92.00	View Edit Delete <input type="checkbox"/>

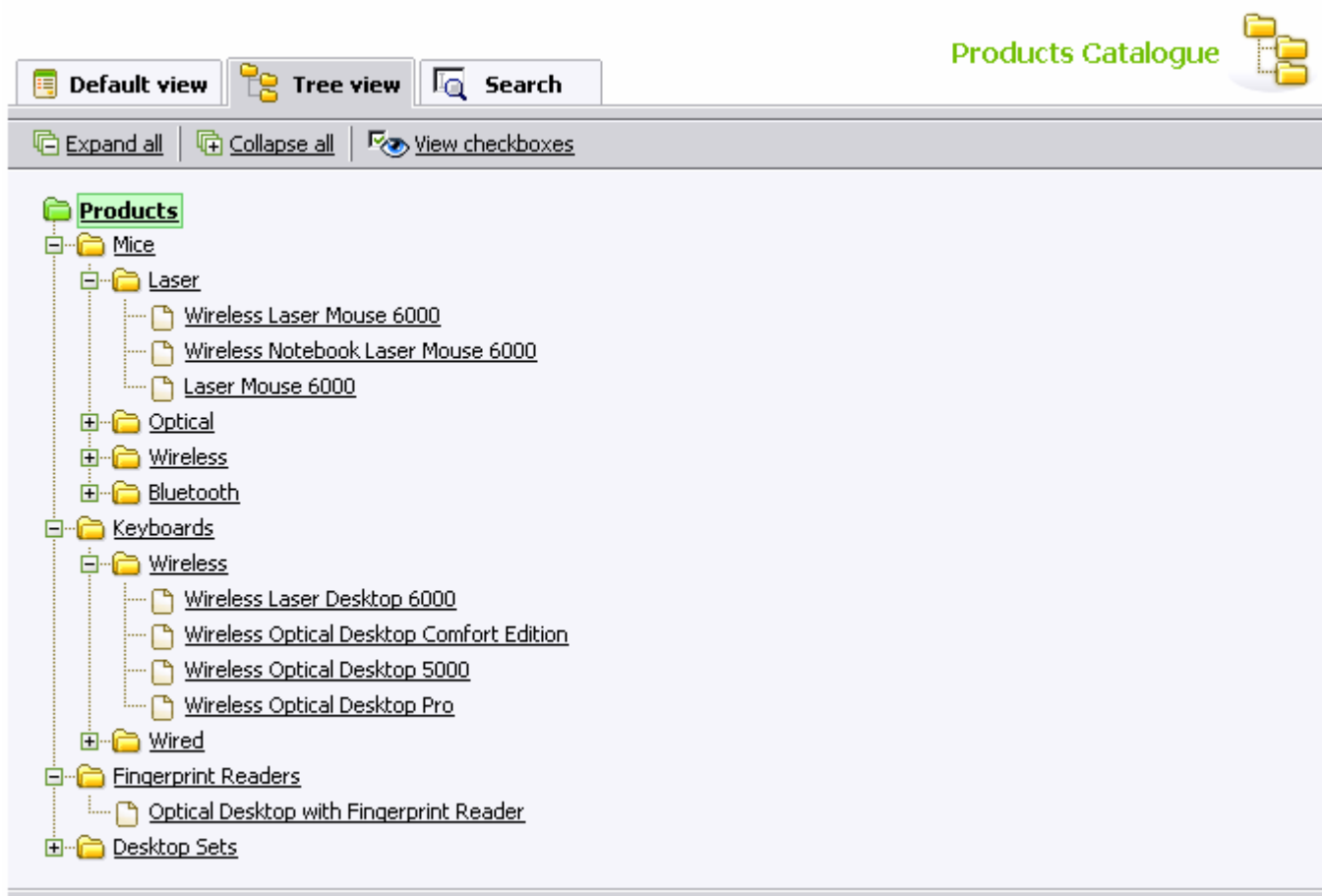
« < 1 > »
XXX Delete Selected
☒ ☒ ☒


"Current location" line (on the top) helps you navigate the tree and indicates the current category being viewed. The picture shows the page of the product list in Default View. All common functions of the List structure are available for product management.

If a category is empty, you can either add a record by clicking, for example, "Add Product", or a sub-category. Once you have added a record, you will not be able to add the sub-category. Therefore, a category cannot include both sub-categories and individual records.

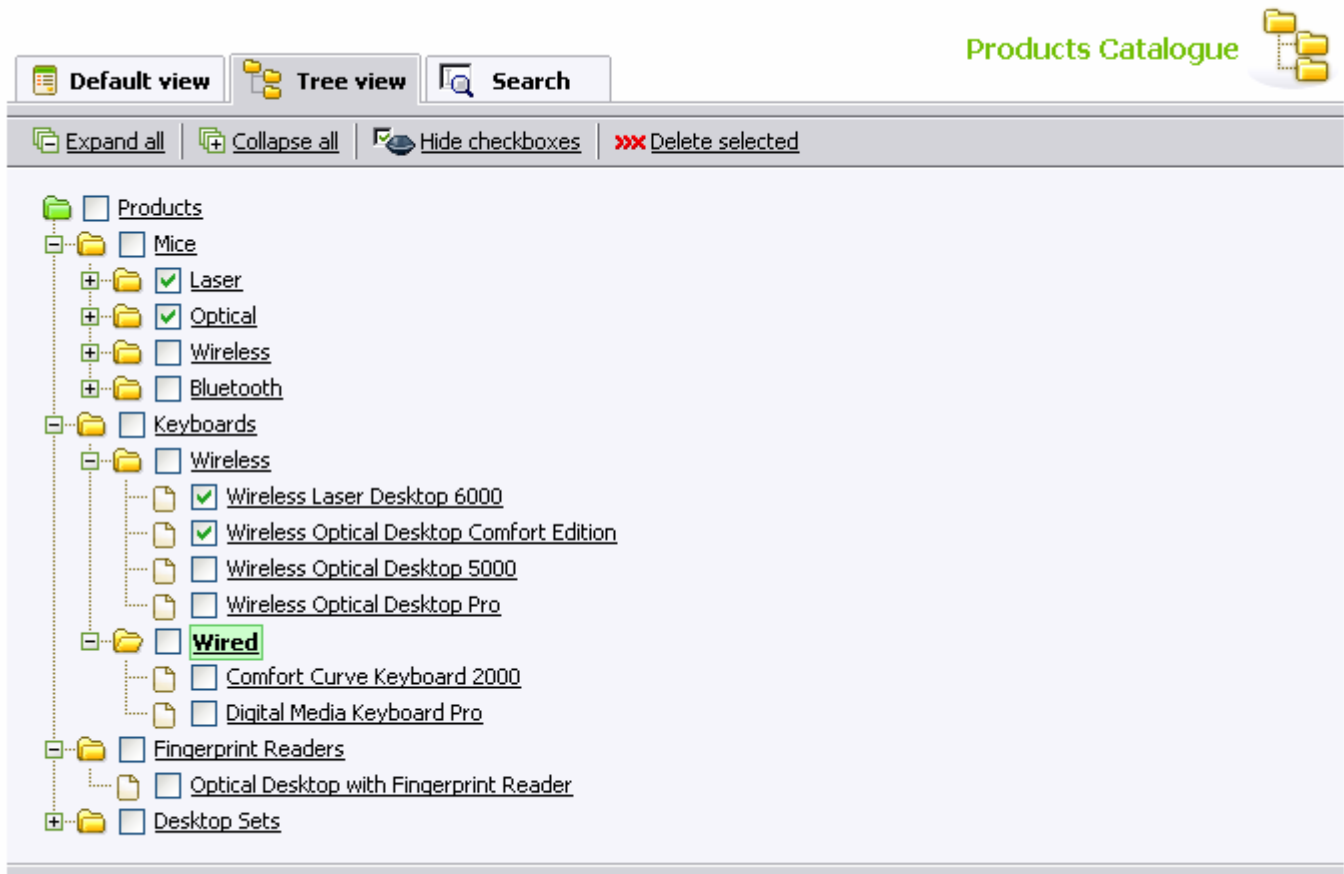
Tree View

This option displays all records in a tree like view, so you can see and manage the entire site structure along with individual sub categories and items. The picture below shows the Tree View of the product catalogue; the categories indicated by a  icon are expanded and those indicated by  are not. You can either Expand All or Collapse All categories by clicking the corresponding link.




The link  View Checkboxes allows to view the checkboxes next to each item, as displayed on the picture below. When the checkboxes are displayed, you can select any number of records or categories and delete them by clicking Delete Selected link that appears at the top of the page. To hide the checkboxes, click


 Hide Checkboxes link.





Search

When the Tree contains a considerable number of categories and records, it is sometimes hard to find a certain item. Displayed on the picture below, standard Search function integrated for Tree Structure allows to search for Item or Category either in the root category or in any other tree location from the Search In drop down. To search for the Item you should enter a Keyword and click Search button. Search results will be displayed in the form of a standard list below the search parameters area.


Products Catalogue 

 **Default view**


 **Tree view**

 **Search**

Search for: ☒ Item
☐ Category

Search in: Products 

Keyword:

 **Search**

Cross Tree

Cross Tree allows creating a list of selected records (hot products, featured articles etc.) from the Tree Structured data. A page where Cross Tree is being managed is presented on the thumbnail below.



Order Product

Name	
Wireless Laser Mouse 6000	<u>Remove</u>
Wireless Notebook Laser Mouse 6000	<u>Remove</u>

Products


- Mice
 - Laser
 - Optical
 - Wireless
 - Bluetooth
- Keyboards
 - Wireless
 - Wired
 - Comfort Curve Keyboard 2000
 - Digital Media Keyboard
- Fingerprint Readers
 - Optical Desktop with Fingerprint Reader
- Desktop Sets
 - Wireless Optical Desktop 1000
 - Remote Keyboard for Windows® XP Media Center Edition
 - Standard Wireless Optical Desktop





+ Add to Hot Products
View record


In the right column you see the tree view of the Structure which allows you to expand each category; To add the record to the list in the left column, right-click the item name and choose Add to Hot Products option. If you want to view the record before adding it, click View Record. After viewing the record you will be able to return to the Cross List page by clicking the Back link at the top. To remove the record from the list of Hot Products, click Remove link in the list on the left.





Crosslist


This operation allows to select separate records from the complete list and add them to a new list, mostly used for following administrative options: "Featured products", "Latest news", "Testimonials". Below, you will see the Cross List screen of the "Latest News" management section.


Latest News


 **News**
 **Latest News**
 **Settings**
 **Paging Settings**

 [Order hot news](#)

▼ Title		▼ Date	▼ Title	
MetaResponse Gets List of Parents	 Remove	02/14/2006 12:59 pm	Search Agencies Wary of Plans to Reward Searchers	+ Add View
Search Agencies Wary of Plans to Reward Searchers	 Remove	02/14/2006 12:58 pm	MetaResponse Gets List of Parents	+ Add View
Tech Service's Mailer Urges Small Businesses to Relax	 Remove	02/10/2006 12:59 pm	Outsell Survey Predicts Strong Growth in Online Marketing	+ Add View
New Products On The Market	 Remove	02/08/2006 12:59 pm	Snowstorm Delays Transportation in Northeast	+ Add View
		02/02/2006 4:15 pm	New Products On The Market	+ Add View
		02/02/2006 1:01 pm	Invitation to Submit Articles for Interactive Technology Guide	+ Add View
		02/01/2006 3:47 pm	Outlook: Competition Will Carve Into E-Commerce Growth	+ Add View
		07/30/2005 8:00 pm	Investment in Mobile Search	+ Add View
		04/24/2005 3:00 pm	Ford's Internet Sales Rise 15 Percent	+ Add View
		01/14/2005 1:01 pm	Tech Service's Mailer Urges Small Businesses to Relax	+ Add View



Within the right column, is the complete list of news articles, while on the left side column there is a list of Latest news displayed in the designated featured area of the website. To add news record to Latest news list simply click on the [Add](#) icon by the records title. To remove an entry from the Latest news list, use [Remove](#) icon. The [View](#) icon will help you quickly browse the full contents of an entry. You can also use  icons at the top of the columns to sort the list entries in descending or ascending order.

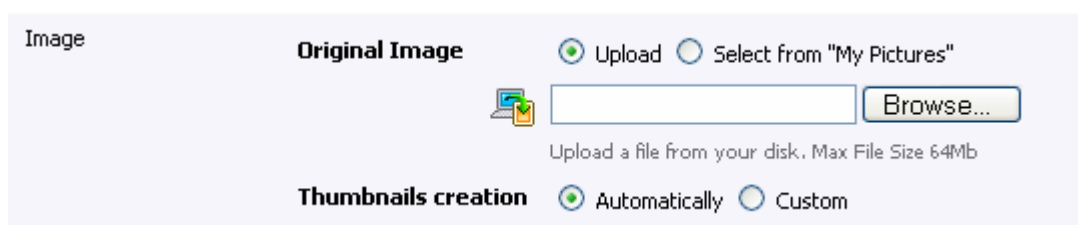
The [Order Hot News](#) icon allows to enter the Order operation screen to reorder the entries in the Latest News list.

Working with Specific Data Types

Working with Images

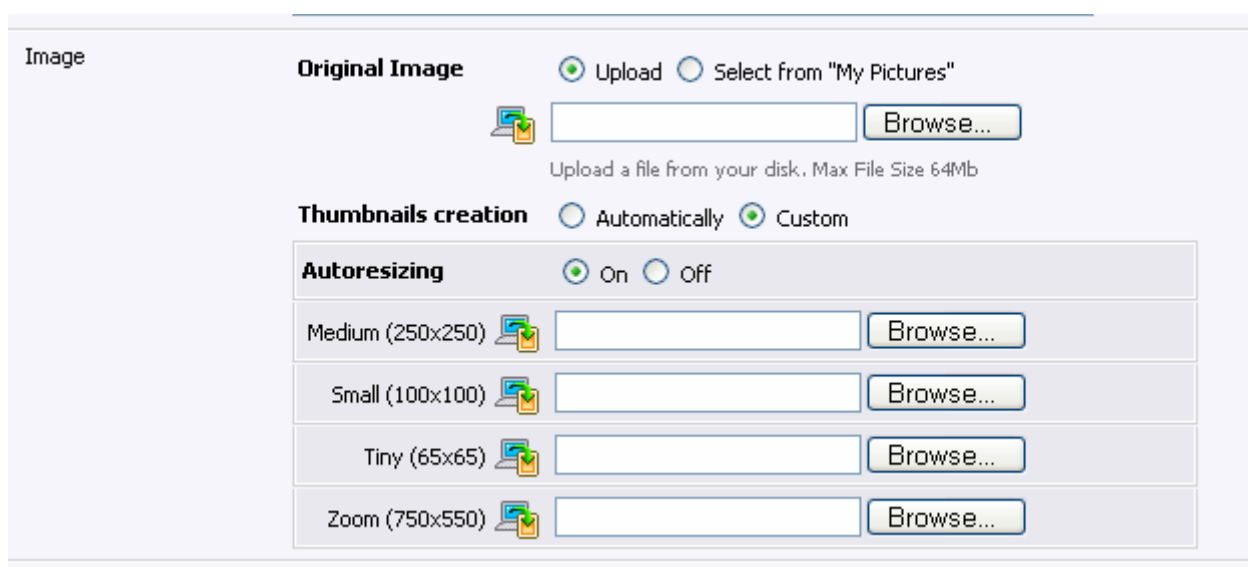
While working with site content you will often encounter the image data type. When you will be adding an item containing an image (e.g. Product), the area Image will offer several options, as illustrated on the pictures below.

When you add a new record you can upload the original picture from your hard drive or choose from Site Files Images. One image is often used on the website in several sizes (such as thumbnail image of the product and full-size image). Thus, two options of Thumbnails Creation are available: to create the thumbnails Automatically or use Custom thumbnails creation.






The screenshot shows a form titled 'Image'. Under 'Original Image', there are two radio buttons: 'Upload' (selected) and 'Select from "My Pictures"'. Below the 'Upload' option is a text input field and a 'Browse...' button. A note below the input field says 'Upload a file from your disk. Max File Size 64Mb'. Under 'Thumbnails creation', there are two radio buttons: 'Automatically' (selected) and 'Custom'.

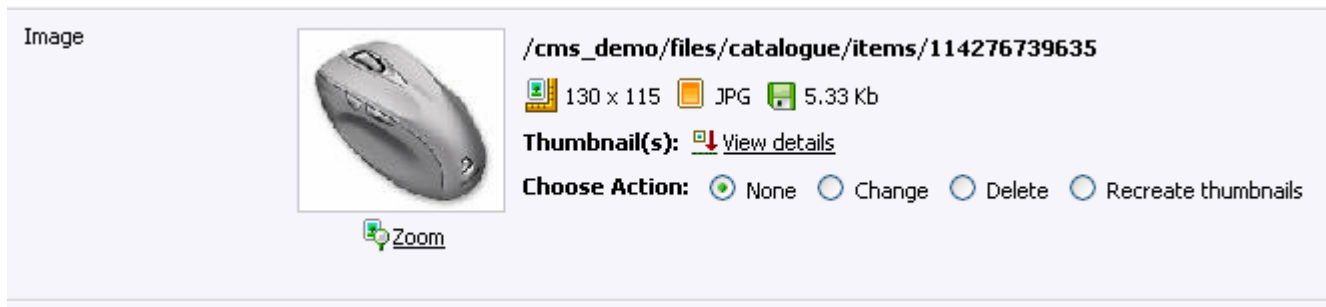
If you choose the first option, the system will create all required thumbnails automatically. If you choose Custom, you will be able to upload each image size variation separately, as shown on the picture below. You can also enable or disable Autoresizing of the thumbnails by choosing On or Off for this parameter. When autoresizing is On, all images you upload for the thumbnails will be automatically resized. If autoresizing is Off, the sizes of the thumbnails will be the same as those of the uploaded images.





The screenshot shows the 'Image' form with 'Thumbnails creation' set to 'Custom'. Below this, there is an 'Autoresizing' section with 'On' (selected) and 'Off' radio buttons. Below 'Autoresizing' are four rows for different thumbnail sizes: 'Medium (250x250)', 'Small (100x100)', 'Tiny (65x65)', and 'Zoom (750x550)'. Each row has a text input field and a 'Browse...' button. Each input field has a small icon to its left.

When you edit an existing image, you will see a screen similar to the one below. The text line on the top indicates the original image location, and you can view the image by clicking View link below the thumbnail. The other parameters of the image are indicated by the following icons 

(height x width),  (image type),  (file size). To delete, change or recreate thumbnails for the image select a corresponding radio button.

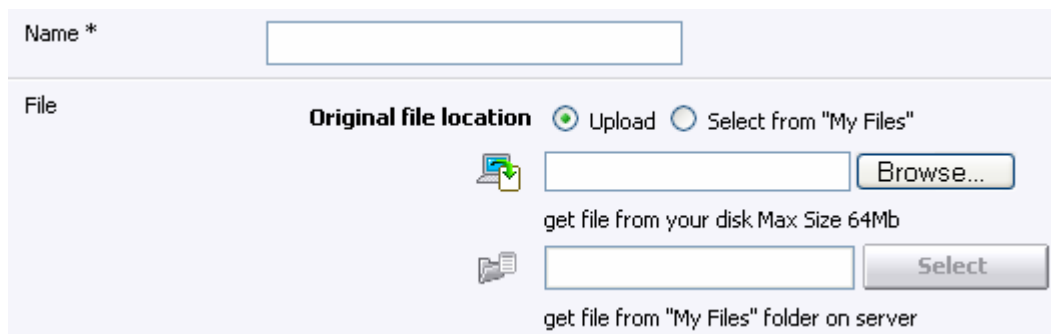


To view thumbnails details click  [View Details](#) link. To hide this area, click  [Hide details](#). All editing you make will come into effect after you click Submit on the bottom of the page. If you do not wish to save the changes, click Cancel.

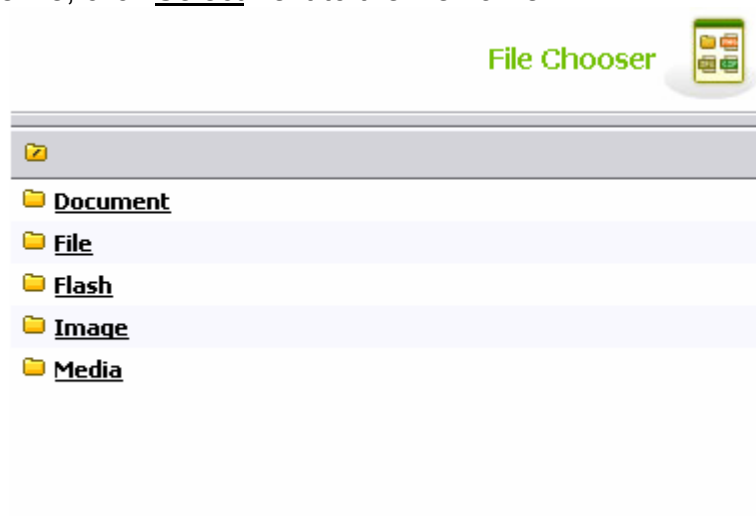
Working with Files

While managing the website, having the ability to work with files is very important. The screen of adding a new record containing file field is shown below.




You can select a file from the hard drive by choosing Upload radio button and clicking Browse to select a file on your computer. If you wish to select a file from the files located on your server, choose the second option, Select from "My Files", and click Select button.




After you click Select, a File Chooser shown on the picture below will be opened in a popup window. You can find the necessary file in one of the folders of Site Files area listed in the File Chooser. To select the file, click Select next to the file name.




After the file has been added, you may wish to change it in the future. To change the file, choose Change radio button in the Actions list, and upload a new file: the procedure is the same as if you were adding a new file. You can also download the file by clicking Download link or delete the file by checking the Delete radio button and clicking Submit.

Name *	<input type="text" value="Acrobat Reader Update"/>	
File	<div>  Acro-Reader_604_Update.exe (1.02 Mb)  Download </div> <div> Choose Action: <input type="radio"/> None <input checked="" type="radio"/> Change <input type="radio"/> Delete </div> <div> Original file location <input checked="" type="radio"/> Upload <input type="radio"/> Select from "My Files" </div> <div>  <input type="text"/> <input type="button" value="Browse..."/> </div> <div> get file from your disk Max Size 64Mb </div>	

Working with Date and Time

The picture below shows how Date and Time can be set in the CP. Time, as well as day, month and year can be selected from the corresponding drop down lists. Every date field in the CP is also supported by a popup calendar that will appear after you click  icon. To set the date, simply click on the required date in the calendar.

Date	2006 ▼	March ▼	18 ▼		5 pm ▼	40 ▼
Title	<input type="text"/>					
Short Description	<input type="text"/>					

<<
 March 2006
 >>

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

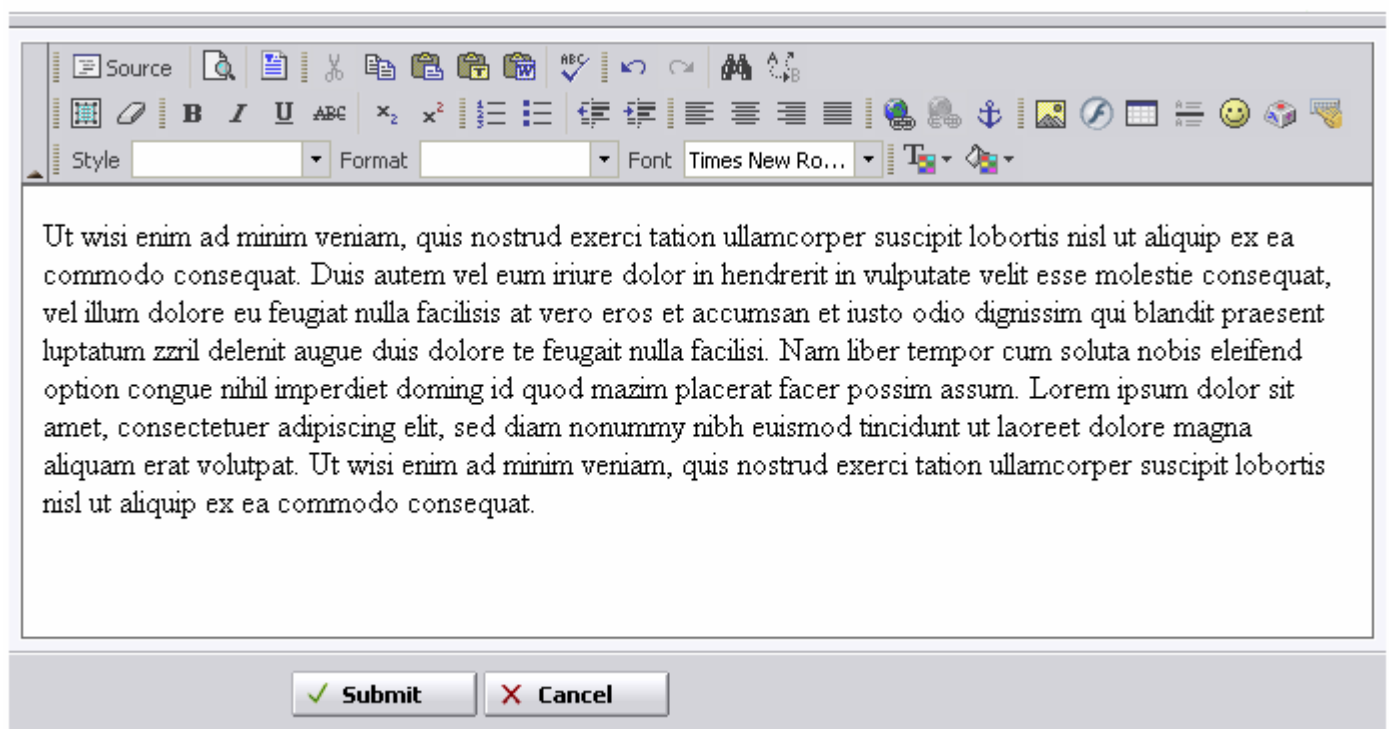
Built-in Editors

Working with HTML Editor

This advanced HTML editor is web-based software that allows you to work with web site content in WYSIWYG mode - as simple as using your favorite word processing software. It allows you to work with fonts, colors, organize paragraphs, insert pictures, draw tables and much more.

HTML Editor Interface

Click the link below to view the work space of the HTML Editor. The interface and icons are similar to common text processing applications such as Word.



Typing directly into the text area of the editor will add text to your page. It is recommended that once you have entered your text, you should highlight the text then format it using the Format dropdown menu.

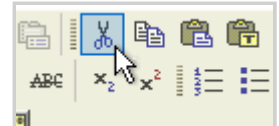
Working with HTML

If you are an adept at using HTML, you can click the Source button that will show a window with a page HTML code for editing raw HTML.



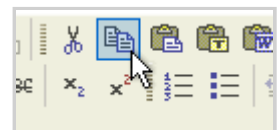
Cutting Text

Simply click this button to remove text from the editor and place it in the clipboard, ready to paste to another area of the document.



Copying Text

Copy text to the clip board so you can paste it to another area of your document.



Pasting Text

Having cut or copied content, click the Paste button to paste the contents of the clipboard.



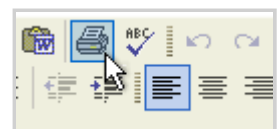
Pasting Text from Word

If you've copied content from a MS Word document, then this is the best way to paste the content into the editor. Word uses a lot of behind the scenes formatting that should be removed to avoid unwanted formatting on the page. Clicking on the Paste from Word button will launch a window into which you can paste your Word content to remove any unwanted formatting



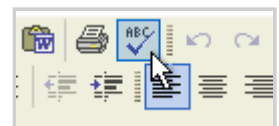
Printing the Editor Content

Click the print button to print the content of the Editor.



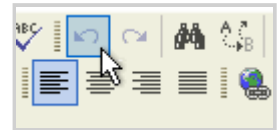
Spell Check

Spell check of the Editor content can be performed by clicking the Spell Check button.



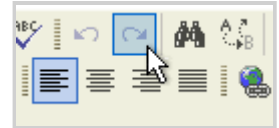
Undo

If you need to undo an action, just click the Undo button.



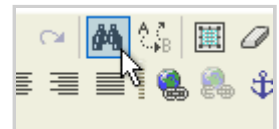
Re-Do

To repeat an action, click the Re-do button.



Find

If you need to find a word or phrase in a large document, click the Find button. This action will launch a Find Window where you can enter the word or phrase to search for.



Find and Replace

If you need to find and replace a word or phrase, click the Replace button. It will launch a Replace Window where you can enter the word or phrase to search for and what you would like to replace it with.



Select All

Click the Select all button to select all the content in the Editor.



Remove Formatting

If you've applied formatting to the text in your page with the Format dropdown menu, you can remove the formatting by selecting the formatted text and clicking Remove Format.



Bolding Text

To **Bold** text, first select your text, then click the Bold Button.



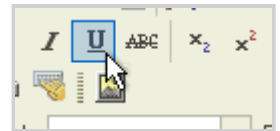
Italicizing Text

To *Italicize* text, first select your text then click the Italics Button.



Underlining Text

To Underline text, first select your text then click the Underline Button.



Striking out Text

~~Strike through~~ text by selecting your text and clicking the Strike Through Button.



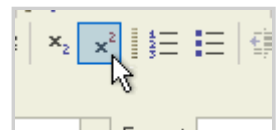
Subscript

Subscript _{text} can be achieved by selecting your text and clicking the Subscript button.



Superscript

Superscript ^{text} can be achieved by selecting your text and clicking the Superscript button.



Numbered List

Click the Insert/Remove Numbered List button to start a numbered list. To finish your list just hit enter twice.



Bulleted List

Click the Insert/Remove Bulleted List button to start a bulleted list. To finish your list just hit enter twice.



Decrease or Increase Indent

To decrease or increase indenting of content, first select your text then click the Decrease or Increase Indent buttons.



Justify Text

Align your text to the left, centre or right by clicking either Left, Centre or Right Justify button. You can also Block justify the selected text by clicking the Block Justify button.



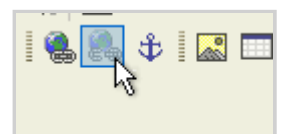
Create a Link

Select the text you wish to link, then click the Link button. A Link window will appear allowing you to type in the link URL.



Removing a Link

Select a piece of linked text and click the Remove Link button to remove the link.



Insert an Image

To insert an image into your page follow these steps:

1. Click the Insert / Edit Image button to bring up the Image Properties window.
2. Click the Browse Server button in the Image Properties window to locate an image. A new window will appear displaying any available images.

Image Properties

Image Info

Link

Upload

Advanced

URL

Browse Server

Alternative Text

Width

Height

Border

HSpace

VSpace

Align

Preview

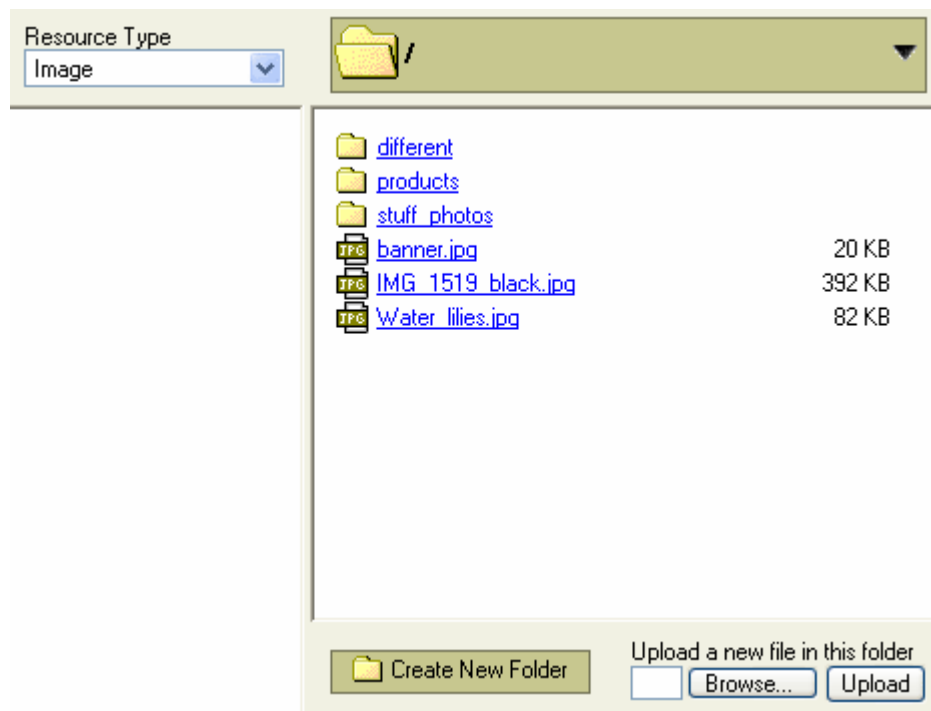
Magnus es, domine, et laudabilis valde: magna virtus tua, et sapientiae tuae non est numerus. et laudare te vult homo, aliqua portio creaturae tuae, et homo circumferens mortalitem suam, circumferens testimonium peccati sui et testimonium, quia superbis resistis: et tamen laudare te vult homo, aliqua portio creaturae tuae. tu excitas, ut laudare te delectet, quia fecisti nos ad te et inquietum est cor nostrum, donec requiescat in te. da mihi, domine, scire et intellegere, utrum sit prius invocare te an laudare te, et scire te prius sit an invocare te. sed quis te invocat nesciens te? aliud enim pro alio potest invocare nesciens. an potius invocaris, ut sciaris? quomodo autem invocabunt, in quem non

OK

Cancel

Transferring data

4. To add new image, click browse at the bottom of the window to select an image on your local computer then click the Upload button.
5. Once the upload has finished, you may need to refresh the window by hitting the F5 key to view the image.
6. Select the image you wish to add to your page and you will be taken back to the image properties window.
7. Alter the alignment, size, border and space around the image by modifying the relevant fields in the Image Properties window.
8. Click OK to return to the Editor.
9. Selecting the image in the editor and clicking the Insert/Edit Image will allow you to edit the image properties.



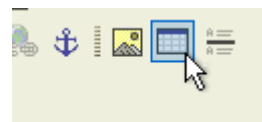
Inserting an Anchor

Anchors allow you to place bookmarks within a page that can then be linked to from other areas of the page. This is particularly helpful for pages with large amounts of content. Place the cursor where you would like your anchor to reside and click the Anchor button. Name the anchor appropriate to the content it refers to.



Insert a table

To display tabulated data in your page, click the Insert/Edit Table button. This will launch the Table Properties window.



Alter the Table Properties details to the required number of Rows and Columns required. Here you can also change the width of the table as well as border and cell padding / spacing.

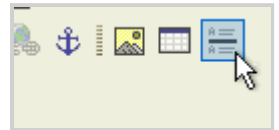
Table Properties

Rows: <input style="width: 50px;" type="text" value="3"/>	Width: <input style="width: 50px;" type="text" value="200"/> pixels ▼
Columns: <input style="width: 50px;" type="text" value="2"/>	Height: <input style="width: 50px;" type="text"/> pixels
Border size: <input style="width: 50px;" type="text" value="1"/>	Cell spacing: <input style="width: 50px;" type="text" value="1"/>
Alignment: ▼	Cell padding: <input style="width: 50px;" type="text" value="1"/>
Caption: <input style="width: 100%;" type="text"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Done

Insert a Horizontal Line

To insert a horizontal line in your page, click the Insert Horizontal Line button.



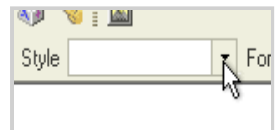
Insert a Special Character

The Special Characters button will allow you to insert characters that are not available on your keyboard, such as: J ©



Styling Content

The Style Content dropdown menu gives you a number of customized style options. These can be customised by your web developer.



Formatting Text

The Format Text dropdown menu lists standard formatting elements such as headings and paragraphs (Normal).

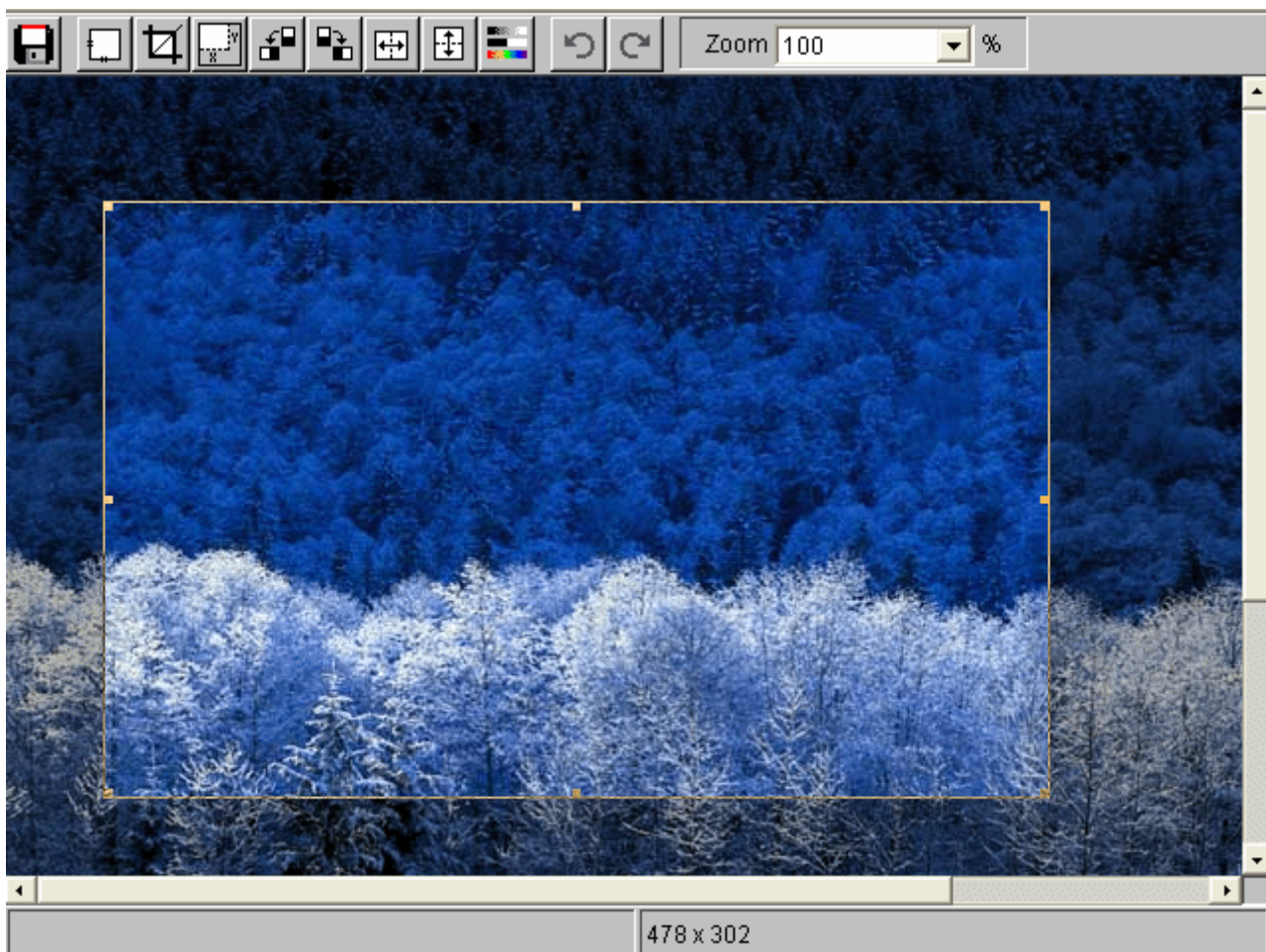


Working with Image Editor

A built-in Image Editor allows you to work with images which are already uploaded to your website server. The editor includes many editing tools similar to those of popular desktop image editing software which allow to adjust the image to your specific website needs - be it size, contrast or other image properties

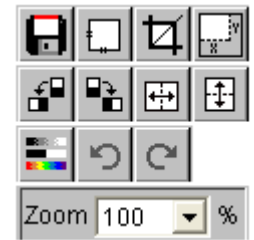
Image Editor Interface

After clicking [Edit](#) link next to image title in the Site Files control panel section, you will see Image Editor opened in a new window. As shown on the picture below, the Editor window includes image display area and a toolbar on the top. As you mouse over the toolbar buttons, hints will appear in the left bottom corner of the window. In the right bottom corner, selected area pixel dimensions will appear. Note that, to use LISK CMS Image Editor you will require Java Machine installed on your computer. You can download it for free from sun.com website.



Toolbar

The toolbar of the Image Editor contains several editing buttons and a zoom menu as shown on the right. You can zoom the image as needed with the help of Zoom drop down menu options - several zoom scales as well as Fit to Window option.



Constraint to Square Shape

This button allows to constraint the image to be of a square shape by selecting a square area of the image, resizing the square frame and then cropping the square image.



Cropping the Image

To crop the image, click the button shown on the right, select the area you wish to crop, and click inside of the selected area.



Resizing the Image

You can resize the image by specifying height and width after clicking this button. If Constrain Proportions checkbox is selected in the popup, the second dimension will adjust to the changed value to keep image proportions the same.

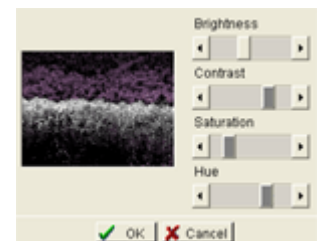


Adjusting Color Settings

The button displayed on the right opens a popup window with image preview and color adjusting tools.



By dragging the markers in the window shown on the right, you can adjust hue, saturation, contrast and brightness. You will immediately see the preview of the changes you perform on the image in this popup.



Rotate

You can rotate the image counter-clockwise or clockwise by clicking one of the buttons shown on the right respectively.



Flip the Image

To flip the image horizontally or vertically, click one of the buttons displayed on the right.



Undo and Redo the Action

To cancel the previous editing action or to repeat it, click Undo or Redo button shown on the right.



Save

The editing you have performed on the image will only be saved after you click Save button displayed on the right.

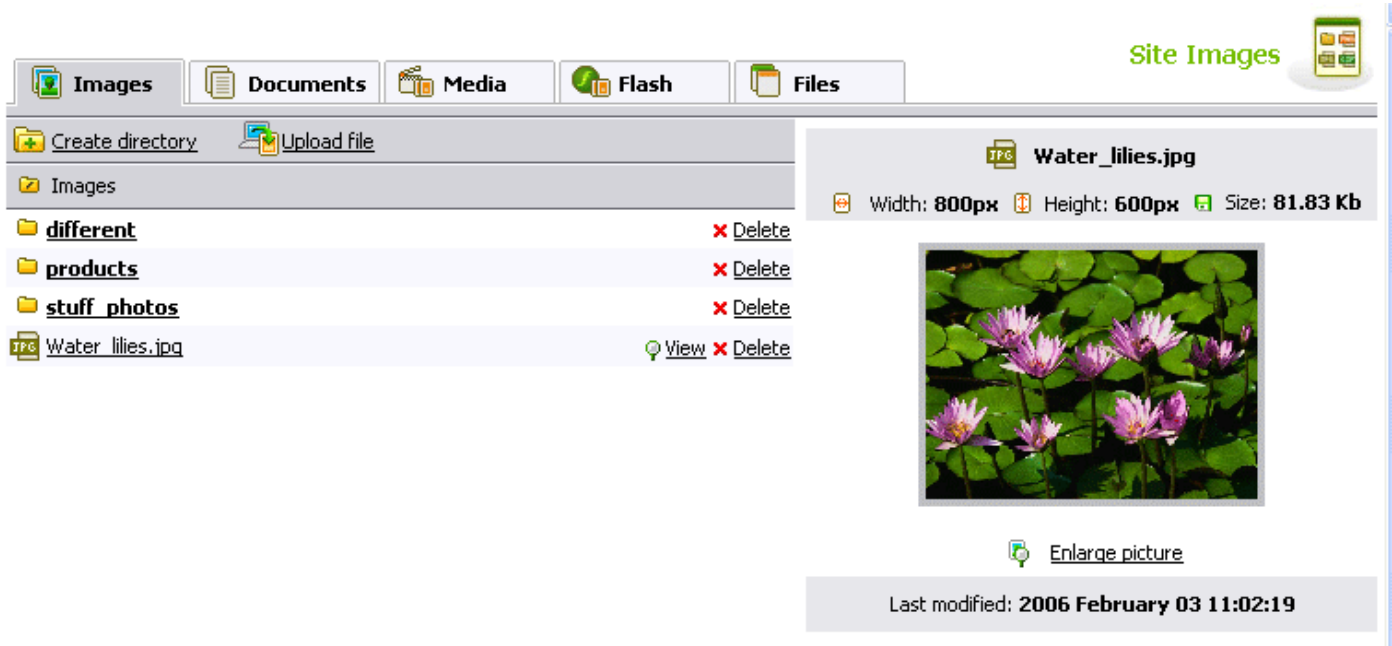


Site Files

Site Files section allows you to store and organize all files used on your website in one place. While working with CMS (for example with the HTML editor) you can directly use all files from Site Files. This section consists of 5 areas to sort your files by type: images, documents, media, flash and other files


Images


To upload a new image, you must click [Upload file](#) link, then Select file from the images on your hard drive and click Upload button. To create a new folder, click [Create directory](#) link, enter folder name and click Create button.





To see an image in a preview window - click on its name in the files list. Preview window displays the image itself, its original width and height, size and the date when the image was uploaded or last modified. If you click [View](#) link or [Enlarge](#) picture under image thumbnail, the picture in its original size will open in a pop up window. To delete the image or directory, click [Delete](#) link next to the image/directory name.


Documents


Here, you can upload, preview and download all documents (PDF, txt and MS Word format) to be used on your website. For more information on how to upload a new document, create a new directory and preview the uploaded file, please refer to Images section description. Clicking  View icon allows you to open the document in a new window or download it to your hard drive.


Site Documents 


 **Images**


 **Documents**


 **Media**

 **Flash**


 **Files**

 [Create directory](#)

 [Upload file](#)




Documents




content

✕ [Delete](#)




reports

✕ [Delete](#)




ms_word.doc

🔍 [View](#) ✕ [Delete](#)




pdf_document.pdf

🔍 [View](#) ✕ [Delete](#)




test.txt


🔍 [View](#) ✕ [Delete](#)



pdf_document.pdf





Size: 4 Bytes



Last modified: 2006 February 07 11:02:11

Media

In this section media files (avi, mpeg, mp3) should be stored. For more information on how to upload a new media file and create directory please refer to Images section description. To preview the media file - click on its name in the files list, and it will be opened in the media player in the preview area. Clicking  View link allows you to open media file with a video/audio player installed on your computer or download it to your hard drive.

[Site Media](#) 

[Images](#)

[Documents](#)

[Media](#)

[Flash](#)

[Files](#)

[Create directory](#)


[Upload file](#)


Media


different ✖ Delete




music ✖ Delete

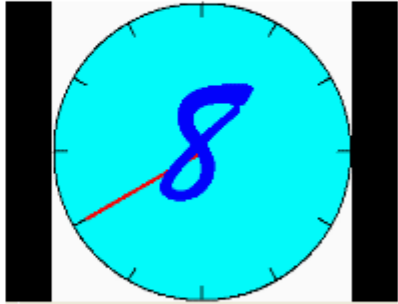
video ✖ Delete


clock.avi  View ✖ Delete

GreenSlaves.mp3  View ✖ Delete

 **clock.avi**

 Width: n/a
  Height: n/a
  Size: 81 Kb






Last modified: **2001 August 23 14:08:00**

Flash

This section allows you to preview/download/upload flash files (swf format) to be used on your website. For more information on how to upload a new flash file, create directory and preview the file, please refer to Images section description. Clicking View icon or Enlarge movie link in preview window allows you to open swf file with a flash player or download it to your hard drive.

[Site Flash](#)


[Images](#)
[Documents](#)
[Media](#)
[Flash](#)
[Files](#)


[Create directory](#)
[Upload file](#)


CREATE


Flash


banners
✖ Delete

header
✖ Delete


 banner_right.swf
 🔍 View ✖ Delete


 frosted.swf
 🔍 View ✖ Delete

 logo.swf
 🔍 View ✖ Delete

 **logo.swf**

Width: **181px**
Height: **169px**
Size: **59.27 Kb**

























 [Enlarge movie](#)

Last modified: **2006 February 13 14:02:24**

Files

All other types of files (zip, rar, exe etc.) used on your website should be stored in this section. You can create new categories and manage the files in this section in a way similar to the above described areas.

Site Files



<div style="display: flex; justify-content: space-between; padding: 5px;">  Images  Documents  Media  Flash  Files </div>	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;">  Create directory  Upload file </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">  Files </div> <div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  catalog ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  downloads ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  resources ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  screenshots.zip  View ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  statistics.msg  View ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  terms.zip  View ✕ Delete </div> <div style="display: flex; justify-content: space-between; padding: 2px 5px;">  Warranty.zip  View ✕ Delete </div> </div>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="text-align: center;">  terms.zip Size: 172.87 Kb </div> <div style="text-align: center;">  </div> </div> <div style="background-color: #f0f0f0; padding: 5px; text-align: center; margin-top: 10px;"> Last modified: 2006 February 13 14:02:52 </div>



Backup & Restore

This section allows to backup website database, all files and source code from the server, download a zip archive to your hard drive, and restore the files from the backup if needed.

Backup

In order to download the database (or files / source code only) to your hard drive, you need to check an appropriate check box in backup options area and click Backup button. A new row with chosen data fields will appear in the table below. Then you can either Delete this data from the table or download a zip archive by clicking Download link.









Backup 

 **Backup**
 **Restore**


Backup options:


☒ Database
☐ Files & Images
☐ Source Code



✓ Backup

Date	Options	Size	
February 07 2006 17:56:37	Files & Images / Database	647.31 Kb	 Download  Delete
February 07 2006 17:54:29	Source Code	50.11 Mb	 Download  Delete
February 07 2006 17:53:34	Files & Images	644.95 Kb	 Download  Delete
February 07 2006 17:53:21	Database	2.38 Kb	 Download  Delete









Restore

If necessary, you can upload backup files to your server and install them to the website. If you have downloaded your website data using Backup section before, these files will automatically appear in the backups list. In order to install the data from backup files, you need to click  Install link, then current files, images, database or source code on the website will be replaced with the data from the backup. If the table does not contain backup files you want to install on you server, then you can add them to the list using Upload option above the table.

Restore 

 **Backup**
 **Restore**


Upload backup file to the server :


Date	Options	Size	
February 07 2006 17:56:37	Files & Images / Database	647.31 Kb	 Install  Delete
February 07 2006 17:54:29	Source Code	50.11 Mb	 Install  Delete
February 07 2006 17:53:34	Files & Images	644.95 Kb	 Install  Delete
February 07 2006 17:53:21	Database	2.38 Kb	 Install  Delete


Control Panel Settings


CP Users

Here you can assign users who will have access to the Control Panel, as well as manage the existing ones. You can add, delete and edit users, and define the group to which each user belongs so that group access permissions would apply.


Control Panel Users 
















 **CP Users**






 **CP Groups**




 **CP Paging**

+ Add CP User

All users 


Login	Lastlogin	Group		
Administrator	13 Feb 2006 12:23	Administrators	 View	 Edit  Delete <input type="checkbox"/>
Bruce	04 Jan 2006 12:40	Managers	 View	 Edit  Delete <input type="checkbox"/>
Christian	13 Feb 2006 13:32	Managers	 View	 Edit  Delete <input type="checkbox"/>
George	07 Feb 2006 17:08	News Editor	 View	 Edit  Delete <input type="checkbox"/>
Helen	13 Feb 2006 12:58	Administrators	 View	 Edit  Delete <input type="checkbox"/>










xxx Delete Selected
















CP User Groups

You can create Groups of CP Users and assign permissions to each Group. Permissions indicate the areas of the website that a certain Group of users is allowed to manage. For instance, if you need one of your staff to manage site news only you can do so by creating a group News Editors and grant it with access to the news management section only.

Control Panel User Groups 

 CP Users
 CP Groups
 CP Paging

[+ Add Group](#)


▼ Name	
Administrators	
General Content Editor	 Permissions  Rename  Delete
Managers	 Permissions  Rename  Delete
News Editor	 Permissions  Rename  Delete
Site Files Manager	 Permissions  Rename  Delete


To create a new user group, click [Add CP Group](#) link. Then when the group is created click [Edit permissions](#) to specify Control Panel areas the user is eligible to manage.


The Group "Administrator" is a system group and you are not allowed to edit its permissions or delete this group. Members of "Administrator" group have access to all areas of Control Panel Management as well as to Control Panel settings section.


Paging Settings

Here you can determine the paging settings for the control panel listings.

Control Panel Paging Settings 

 CP Users

 CP Groups


 CP Paging


Entries Per Page

Number of entries displayed on one page. Set to zero to display all entries

Pages Per Page

Number of pages displayed on the paging line

 Submit

 Cancel